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ABSTRACT

The basic reason for publishing this manual is the recognition that some degree of standardization in the publication of state documents is essential. These guidelines are intended as a handbook of minimum standards only. The types of publications and methods discussed are: (1) public documents, (2) books and pamphlets, (3) serials, (4) use of photographs and (5) document identification number. The appendices give examples for the publication of books, periodicals or journals, and newsletters. (See also: LI 004 143 and 004 150.) (Author/NH)

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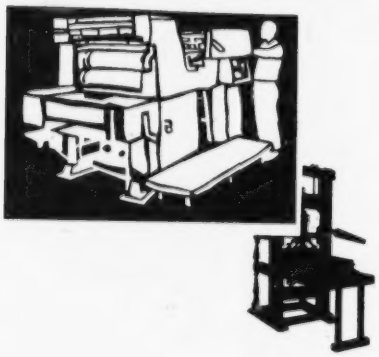
guidelines for

PRINTING & PUBLISHING



South Dakota

PUBLIC DOCUMENTS

preliminary edition

LI 004 144

public documents study commission pierre, south dakota 1972

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	C:	Periodical or journal:		Cover	unpaged
				Table of Contents	unpaged
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PREFACE

The basic reason for publishing this manual is the recognition that some degree of standardization in the publication of state documents is essential.

Guidelines for Printing and Publishing South Dakota Public Documents establishes *minimum* guidelines for the preparation of material for publication. The manual itself is a teaching tool: it attempts to show by example some of the features of a well-edited publication.

We offer the *Guidelines* as a handbook of *minimum* standards only. Authors and editors of state publications are encouraged to go beyond the minimums in order to create documents that are of utmost value and utility to the citizens of our state.

Though the entire Public Documents Study Commission had a hand in the preparation of this manual, the list below denotes the members basically responsible for the writing of each chapter:

Chapter 1: Public documents: Ted Kneebone
Chapter 2: Books and pamphlets: Dora Ann Jones & Larry Tennyson
Chapter 3: Serials: Ted Kneebone
Chapter 4: Use of photographs: Larry Tennyson
Chapter 5: Document identification number: Ted Kneebone. Classification system adaptation: Mrs. Estella Helgeson

–Bob Carmack, Director of Libraries
University of South Dakota:
Chairman of Commission
November 1972

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CHAPTER 1
PUBLIC DOCUMENTS: General Comments

Public documents of the state of South Dakota are produced for a variety of reasons, but basic to most of them is the need to communicate with the public. It is clearly evident that the record of state government in producing usable and truly communicative publications is indeed spotty. This manual will provide the producers of these publications with guidelines for improving their output.

Before activating the process of publishing, several basic considerations need rational answers, for instance:

1. The prospective public document should contribute to the process of communication between state government and the public.

2. The potential audience should be considered. Are you aiming at the general public or have you some special segment in mind? The level of word usage should be determined by the specific audience for which the document is intended.

3. Print only the number of copies you will reasonably need for distribution and retention.

4. A sufficient number of copies of your publication must be provided to the State Library Commission for depository purposes.

5. A copy of the original manuscript or composition should be retained by the originator until the printing is completed.

6. In order to provide some consistency and continuity in your publication efforts, one staff member in your department should be designated as a coordinator of publications.

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CHAPTER 2
BOOKS AND PAMPHLETS (MONOGRAPHS)

The list below shows the *potential* parts of a book or pamphlet (monograph). The items preceded by an asterisk (*) are considered essential for virtually all publications. The rest are optional, but the list shows at what point in the book the item should come:

Parts of a Monograph:

1. **False title or half-title.** A brief title printed on a separate leaf preceding the main title page. Frontispiece is on back of this page.

2. **Frontispiece.** Any pictorial representation at the front of a book usually facing the title page, and as a rule unnumbered and unpaged.

3. **Title page.** This is the right-hand side (recto) of the second leaf. It should contain:

a. **Title.** This is the name of the work, exclusive of any alternative title, subtitle or other associated descriptive matter on the title page.

1) Optional: Subtitle, which is a secondary title, often used to amplify or state the limitations of the main title.

2) Optional: Alternative title, which is a secondary title following the word "or."

b. **Author.** The person or corporate body chiefly responsible for the creation of the intellectual or artistic content of a work (e.g., the writer of a book, the compiler of a bibliography, the composer of a musical work, the artist who paints a picture, the photographer who takes a photograph). OR

1) **Compiler.** One who produces a work by collecting and putting together written or printed matter from the works of various authors. Also, one who chooses and combines into one work selections of quotations from one author. OR

2) **Editor.** A person who prepares someone else's work for publication. The editorial work may be limited to mere preparation of the matter for printing, or may involve considerable revision or clarification, including such things as introduction, notes, or other critical matter. Or, a person who is responsible for, and supervises, the publication of a newsletter, journal, periodical, newspaper or book.

c. **Edition.** All the impressions of a work printed at any time or times from one setting of type.

d. **Place of publication.** This is the name of the city in which the office of the publisher or issuing body that issues the book is situated.

e. **Publisher.** A person, firm or corporate body responsible for placing a book on the market or making it available for distribution, as distinguished from the printer. Publisher and printer may be the same, but in modern books usually is not. Relates also to publication of music, reproduction of works of art and of maps and photographs.

f. **Date of publication.** This is the year in which a book was published. Or, it is the day, month, and year of publication of a newsletter or other periodical.

g. **Series.** This is a number of separate works issued in succession and related to one another by the fact that each bears a collective title generally appearing at the head of the title page, on the half-title, or on the cover. These are normally given a title and a serial number (e.g., Wetlands Inventory Series, no. 34).

h. **Document number.** This is an identification number assigned by each agency based upon the instructions

provided in Chapter 5 of this manual.

4. **Back (verso) of title page.** This may be blank, but frequently carries information such as: list of board or commission members; legislative resolution (session law, or citation from the *South Dakota Compiled Laws*) authorizing publication; note showing edition history, if any, and printing history; price, if any; Library of Congress printed catalog card number; printer's name and address; binder's name and address; details of type and paper used; owner of copyright and copyright date or dates.

5. **Letter of transmittal.** This starts on a new odd-numbered page (always a right-hand page). Use lower-case Roman numerals. This is an optional item in the form of a letter written by the author or corporate body responsible for the publication, addressed to the person, official or other corporate body which requested the publication, or to whom it is directed.

6. **Foreword.** Starts on new odd-numbered page. Use lower-case Roman numerals. This differs from the preface in that it is an introductory note of endorsement by someone other than the author.

7. **Preface.** This starts on a new odd-numbered page. Use lower-case Roman numerals. A section in which the author explains to the reader his intent, his plan, the development of his subject, or his acknowledgment for assistance received.

*8. **Table of contents.** Starts on new odd-numbered page. Use lower-case Roman numerals. This is a list of the preliminaries and chapter headings of a book in the order in which they appear in the book. Or, this may be a list of articles in a periodical. In either case, this includes the numbers of the pages on which the chapters or articles begin. The table of contents is followed immediately by a list of illustrations, appendices, tables and/or maps as a part of the contents.

*9. **Text or body of the work.** This is the main body of the work. It begins on page 1 (Arabic numeral). The number itself may be omitted, but succeeding pages should all be numbered.

The following are optional but desirable parts of the text:

a. **Introduction.** If included this may be the first chapter of the text, or it may be the last section of the preliminary paging preceding the first chapter. It is an essay or statement, usually being a survey of the subject preparing the reader for the treatment to follow. It is written either by the author as the first chapter of the book, or by another person, an authority in the field.

b. **Running title or running head.** The title of the book printed at the top of each page of the text; or it may be put at the top of the left-hand page. In case the book title is printed at the top of the left-hand page, the chapter or section title may be printed at the top of the right-hand page. The book title, or the chapter title, or both, may be shortened to fit space requirements.

c. **Footnote.** This is an entry at the bottom of a page, at the end of a chapter, or at the end of the book, usually in smaller type than the text, giving a reference, an authority, or a clarification of matter in the text. An Arabic numeral should mark the place in the text at which the footnote is introduced. This number should be placed slightly above the line, without period or other punctuation. The footnote number should follow the passage it refers to. If the passage is an exact quotation, the footnote number comes at the end of the quotation, not after the author's name or at the end of the textual matter introducing the quotation. Footnote numbers should follow each other in order serially. The numbers may begin with "1" on each page, or with "1" at the beginning of each chapter or section, or may run consecutively throughout the entire work.

If the footnote is typed on the bottom of the page, but is too long to fit on the same page with the reference, the

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continuation may be carried over to the foot of the following page and be placed preceding the footnotes belonging to that page. Care should be taken to make the break come within a sentence in order to suggest to the reader that the note runs on to the following page. If there are many short footnotes, they may be set as double columns.

If the footnotes are placed at the end of each chapter, it is preferable that the numbering begin with "1" at the beginning of each chapter.

If the footnotes are placed at the end of the book, it is preferable that the numbering run consecutively throughout the entire work.

*10. **Bibliography**. Starts on a new odd-numbered page. Continue Arabic numerals. This is a list of books, periodical articles, audiovisual materials, etc., arranged in some consistent and useful manner (e.g., by author alphabetically, by subject, etc.).

11. **Appendix**. Starts on new odd-numbered page. Continue Arabic numerals. This is material which comes at the end of the text of a book and contains notes which are too long for footnotes, tables on statistics, or other items for which there is no room in the body of the book, or which, from the nature of the information, is more suitably placed at the end of the text.

*12. **Index**. Starts on a new odd-numbered page. Continue Arabic numerals. This is a detailed alphatetical list or table of topics, names of persons, places, etc., treated or mentioned in a book or series of books, pamphlet, report, newsletter, journal, or other periodical, pointing out their exact position in the volume, usually by page number. The page number is sometimes augmented by a symbol indicating a portion of a page. Also usable are section numbers or entry numbers.

Except for the briefest of publications, all public documents should have an index.

Here is one way to prepare an index: first read over each page, underlining in blue pencil all words to be indexed, whether as general entries or as subentries. Then, enter these items with page numbers on 3x5 cards or slips. Next, sort the cards into stacks in alphabetical order and arrange them in a card file or box. General entries should be in alphabetical order, with subentries in alphabetical order under each general entry. Whenever there are a number of page references for a single item, they should be arranged in serial or numerical order. The entire sequence is typed and then verified for accuracy.

BRIEF PUBLICATIONS: Folders, Brochures, Pamphlets

Among various types of publications, the short pamphlet is unique in that few of the previous recommendations can be applied. The impermanence, the limited space, and the specialized purposes of this type of publication are but a few of these characteristics.

However, a few basic items of information should appear:

(1) The origin of the piece must be identified (i.e. Department of Public Instruction, Board of Finance, etc.).

(2) Location of the place of origin should be listed (i.e. Pierre, S. Dak., Brookings, S. Dak., or at least South Dakota).

(3) Date of publication should be indicated in some way (i.e. 1-73, January 1973, or by some other mark of identification, such as consecutive numbering, etc.).

(4) The document identification number explained in Chapter 5 should be included.

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CHAPTER 3
SERIALS: Newsletters, Periodicals, and Similar Publications

Most agencies of state government publish newsletters or some form of periodical that are mailed regularly to their publics. Some publish "in-house" newsletters to their staffs. These serve as a kind of personal bulletin board for each staff member.

The principles that make for a good monograph or book are basically the same as those for a good periodical. The differences are chiefly in brevity and makeup. The front page of a newsletter, for example, is like a merchant's display window. It attracts the reader to the publication and urges him to read on. A newsletter is really a miniature newspaper issued to a specific clientele. For a really good look at periodicals and newsletters, *we urge* that you consult a good book on newspaper and magazine journalism.

The masthead is a sort of miniaturized form of title page. It includes:

1. Name of periodical/newsletter
2. Author or agency publishing it
3. Editor
4. Place of publication, address
5. Publisher, if different from author
6. Date of publication
7. Volume number and issue number
8. Frequency of publication
9. Subscription information and price, if any

This masthead is usually printed on the last page or the editorial page or a newsletter, or on the editorial or contents page of magazine or journal. Some prefer to call it a "flag" or "logo."

A periodical becomes more valuable if an annual index is published either as a separate or as part of the last issue in the volume. This also encourages some libraries and agencies to bind each volume and retain for future reference.

If the title or size of a periodical is changed, it should be done at the beginning of a new volume number. Notice of change of title should appear in the last issue of the old title. The former title should be noted in the first issue of the new title so that all subscribers may be aware that it is the same publication.

CHAPTER 4
Use of Photographs

Just as science has yet to discover how to make silk purses from sows' ears, your printer has yet to develop ways to perform miracles on bad photography. A good photograph is *made,* not *taken.*

Some of the more common defects include over- and underexposure, improper focus, and poor composition. However, scratches, fingerprints, and other marks due to poor handling also may spoil an otherwise usable photograph.

Actually, obtaining a satisfactory photograph of an event is more difficult, in many ways, than writing an account of that same event. A photographer must be present and in position at the right time, and unlike the writer, he seldom has a second chance to record the most interesting feature. Perhaps the best recommendation that can be given to persons requiring photographs is to obtain the services of a competent photographer. And several of these persons are employed in state government. If, however, it is impossible to obtain such service, you are offered the following guidelines:

(1) Use a camera with which you are familiar. Using too complicated a camera often is a waste of time, film, and processing costs.

(2) Choose the proper film, and when in doubt, ask a person who knows. Remember that printing a color photograph in your publication is expensive indeed. Black and white usually will serve your purpose just as well. Use color transparency film for public-service television spots, black and white for news photos, and furnish both color print and negative to your printer when using color photography in a publication.

(3) Do not attempt photography in lighting conditions which are beyond the capability of your camera, film, and flash. Flash cubes, for example, are not adequate in situations when the subject is extremely far from the camera during indoor shots. Consult the directions included with your film for further information.

(4) Avoid clutter. Simple composition often is best and can be achieved by placing subjects before a plain background, limiting the number of persons, and taking the photo from relatively close range. Much of this clutter also can be eliminated by having the photo cropped (i.e. printing only a portion of the total photograph).

Inexpensive manuals which expand on these recommendations are available in most camera shops.

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CHAPTER 5
Document Identification Number

Beginning July 1, 1973, the Director of the Division of Purchasing and Printing will require that all publications have a document stock number.

This number is essential for several reasons:

1. To allow agencies that keep a stock of publications for sale or distribution to maintain efficient inventory control.
2. To allow the Division of Purchasing and Printing to maintain records on the quality and quantity of printing done.
3. To provide libraries and offices with a simple method of shelving state publications by agency and date.

The number will be made up of a four-unit prefix, a two-digit number, and a four-digit serial number, for example:
H 275 73 0001.

The letter "H" and 275 represent the designation for the Division of Sanitary Engineering of the Department of Health. This part of the system was devised by Mrs. Estella Helgeson, Associate Librarian at South Dakota School of Mines & Technology library. A complete list of agency prefixes follows this chapter.

The 73 stands for the year: 1973. The 0001 is merely a serial number assigned to the title in question. Thus, the entire number means that the item is the first publication in the year 1973 by the Division of Sanitary Engineering. The next title to be published would bear the number H 275 73 0002 and so on.

The system of prefixes will be kept up to date as new agencies are created and old ones abolished or merged into other departments.

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LIST OF PREFIXES FOR DOCUMENT IDENTIFICATION NUMBER

The agencies enclosed in brackets [ ] are no longer functioning units of state government. They are included for the information of libraries and agencies that own documents published by these defunct units. This classification schedule was devised by Mrs. Estella Helgeson, Associate Librarian, South Dakota School of Mines and Technology Library, Rapid City.

A

[A1	Collected Documents. Public Documents]
A115	Abstractors' Board of Examiners
A125	Board of Accountancy
A150	Adjutant General
A200	Dept. of Administration
A225	Division of Central Administrative Services
A275	Division of Buildings and Ground Maintenance
A300	Division of Central Data Processing
A315	Division of Investments
A325	Division of Personnel
A350	Division of Purchasing and Printing
A355	Board of Records Management
A360	Governor's Administrative Council
A375	Aeronautics Commission
A380	Advisory Commission on Aging
A390	Governor's Committee for the White House Conference on Aging
A400	Agricultural Experiment Station
A425	Agricultural Engineering Dept.
A500	Dept. of Agriculture
A525	Division of Inspections
A550	Division of Markets

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A575	Division of Plant Industry
A600	Division of Production and Marketing Cooperation
A625	Air Pollution Control Commission
A675	Animal Disease Research and Diagnostic Laboratory
A700	Archaeological Commission
A725	Athletic Commission
A750	Attorney General
A775	Auditor
A800	Dept. of Audits & Accounts

B

B125	Dept. of Banking and Finance
[B150	Small Loan Division]
B175	Board of Barber Examiners
B200	Board of Examiners in the Basic Sciences
B215	Inspector of Bees
B225	Bicentennial Commission
B250	Black Hills State College
B275	Advisory Committee on Services to the Blind
B285	Advisory Committee on State Purchases from the Department of Services to the Blind
[B300	State Bonding Dept.]
B312	South Dakota Boundary Commission (Iowa)
B313	South Dakota Boundary Commission (Minnesota waters)
B315	South Dakota Boundary Commission (Nebraska)
B325	State Brand Board
B350	Office of the Budget
[B375	Temporary State Building and Planning Commission]

B385 South Dakota Building Authority

C

C115 Board of Canvassers

[C125 State Capitol Commission]

C150 Capitol Ground Enlargement and Beautification Commission

[C175 Superintendent of State Capitol]

C200 Cement Commission

C225 Board of Charities and Corrections

C235 State Chemist

C250 Governor's Committee on Children and Youth

C265 Board of Chiropractic Examiners

C270 Dept. of Civil Air Patrol

[C300 Coal Mining Commission]

C325 Code Commission

C335 Communicable Disease Advisory Council

C350 State Conservation Commission

C375 State Modified for Surface Mining Regulation Conservation Commission

[C400 Constitution, 1883]

[C425 Consitution, 1885]

[C450 Constitution, 1889]

[C475 Preliminary Constitutional Convention, 1883]

[C500 Constitutional Convention, 1883]

[C525 Constitutional Convention, 1885]

[C550 Constitutional Convention, 1885,1889]

[C575 Constitutional Convention, 1887]

[C600 Constitututional Convention, 1889]

C625	Constitutional Revision Committee
C650	Board of Directors of South Dakota Conservancy District
[C675	Consumer Affairs Advisory Council]
C700	Board of Cosmetology
[C725	Committee of County Superintendents]
[C750	Committee Appointed by the County Superintendents to Prepare a Course of Study for the Common Schools]
[C775	Court Study Commission]
C785	Criminal Justice Planning and Advisory Commission
C800	Crop and Livestock Reporting Service
C825	Custer State Park Board
C850	Custer State Park Museum

D

D125	American Dairy Association of South Dakota
[D150	Dairy Expert]
D165	Dairy Products Marketing Commission
D175	Dakota State College
D190	Data Processing Advisory Council
D200	School for the Deaf
[D225	Council of Defense]
D250	Board of Dentistry
D265	Development Disabilities Advisory Council
D275	Advisory Board of Drugs and Substances Control
D280	Commissioner of Drugs and Substances Control

E

E115	Office of Economic Opportunity

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E120	Economic Stabilization Board
[E125	Committee for Education]
[E150	Education Policies and Goals Commission]
E160	State Commission on Elementary and Secondary Education
E165	State Board of Directors for Educational Television
E175	South Dakota Electric Mediation Board
E185	Electrical Board
[E200	Board of Embalmers]
[E225	Emergency Relief Administration]
E240	Board of Employee Relations
E250.	Employment Security Department
E300	State Employment Service Division
E315	Unemployment Compensation Division
E325	State Engineer
E375	Board of Engineering and Architectural Examiners
E400	Engineering Experiment Station
[E425	State Entomologist]
E450	Board of Equalization
[E500	Executive Accountant]
E525	Citizens Commission on Executive Reorganization
E550	Cooperative Extension Service

F

F125	State Fair Board
[F150	Dept. of Finance
[F175	Small Loan Division]
[F200	Division of Purchasing and Printing]

[F225 Division of Taxation]

F250 Fine Arts Council

F275 Fire Marshal

F285 State Fire Marshal's Advisory Council

[F300 Food and Drug Dept]

F315 Food Service Advisory Council

F325 State Board of Funeral Service

G

G125 Dept. of Game, Fish and Parks

G150 Geological Survey

G175 State Geologist

G200 Governors

[G301 1861-63 (Jayne)]

[G302 1863-66 (Edmunds)]

[G303 1866-69 (Faulk)]

[G304 1869-74 (Burbank)]

[G305 1874-78 (Pennington)]

[G306 1878-80 (Howard)]

[G307 1880-84 (Ordway)]

[G308 1884-87 (Pierce)]

[G309 1887-89 (Church)]

[G310 1889-93 (Mellette)]

[G311 1893-97 (Sheldon)]

[G312 1897-1901 (Lee)]

[G313 1901-05 (Herreid)]

[G314 1905-07 (Elrod)]

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[G315	1907-09 (Crawford)]
[G316	1909-13 (Vessey)]
[G317	1913-17 (Byrne)]
[G318	1917-21 (Norbeck)]
[G319	1921-25 (McMaster)]
[G320	1925-27 (Gunderson)]
[G321	1927-31 (Bulow)]
[G322	1932-33 (Green)]
[G323	1933-37 (Berry)]
[G324	1937-39 (Jensen)]
[G325	1939-43 (Bushfield)]
[G326	1943-47 (Sharpe)]
[G327	1947-51 (Mickelson)]
[G328	1951-55 (Anderson)]
[G329	1955-59 (Foss)]
[G330	1959-61 (Herseth)]
[G331	1961-65 (Gubbrud)]
[G332	1965-69 (Boe)]
[G333	1969-71 (Farrar)]
G334	1971- (Kneip)

H

H125	Dept. of Health
H150	Division of Dental Health
H175	Mental Health Section
H185	Division of Alcoholism
H200	Mental Retardation Planning Office

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H225	Division of Public Health Statistics
H275	Division of Sanitary Engineering
H300	Division of Tuberculosis and Communicable Disease.
H325	Regional Medical Program Comprehensive Health Planning Advisory Group
H350	Advisory Committee on Health Profession Loan Fund
H360	Health and Education Facilities Authority
H370	South Dakota Board of Hearing Aid Dispensers
[H375	High School Education Commission]
H400	Commission on Higher Education Facilities
H475	South Dakota Highway Beautification Commission
H480	Interim Committee on Highways
H500	Dept. of Highways
H525	Division of Communications
H550	Division of Motor Patrol
H575	Safety Department
H600	Highway Planning Survey
H625	Research and Planning Division
H650	Right of Way Division
H675	State Board of Historical Preservation
H700	Historical Society
H725	Dept. of History
[H750	Superintendent of the Census]
[H775	Division of Legislative Reference]
H785	Home Health Agency Advisory Council
H800	Horticultural Society
H825	Dept. of Horticulture
H835	Hospital and Medical Facilities Advisory Council

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[H850 Hotel Inspector]

H855 State Commission on Human Relations

[H875 Hydro-Electric Commission]

I

[I125 Dept. of Immigration]

[I150 Dept. of Immigration and Statistics]

I175 Commission of Indian Affairs

[I200 Industrial Commissioner]

I225 Industrial Development Expansion Agency

[I250 Hospital for Insane (Jamestown and Yankton)]

I300 Dept. of Insurance

[I325 Hail Insurance Dept.]

I350 Commission on Inter-Governmental Cooperation

[I375 Commission of Interstate Cooperation]

[I400 Engineer of Irrigation]

J

J125 James and Big Sioux Valley Drainage Commission

[J150 Dept. of Justice and Public Safety]

L

L115 Labor and Management Relations Department

L125 Bureau of Labor Statistics

[L150 Land Settlement Board]

L170 Law Enforcement Standards Commission

L175 Laws, Statutes, etc.

[L185	International Committee on Legislation]
L190	Commission on Uniform Legislation
L200	Legislative Research Council
L225	Committee on Agriculture and Conservation
L250	Committee on Assessment and Taxation
L275	Economy and Efficiency Committee
L300	Committee on Education, Health and Welfare
L325	Interim Investigating Committee
L350	Interim Committee on Legislative Rules Review
[L375	Little Hoover Committee]
L400	Local Government Study Commission
L425	Minimum Foundation Committee
[L450	Senile Survey Committee]
L475	Special Committee on State and Local Government
L500	Citizens' Tax Study Committee
L525	Special Tax Study Committee
L550	Committee on Transportation
L600	Legislature
L625	House of Representatives
L650	Senate
L700	State Library Commission
L710	State Library Commission Advisory Council
L715	License Plate Board
L720	Lieutenant Governor
[L725	Liquor Control Commission]
L750	Livestock Sanitary Board
L775	Local Government Study Commission

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M

M115	State Manpower Planning Council
[M125	Dept. of Marketing]
M135	Midwestern Board for Medical and Allied Health Education
M150	Board of Medical and Osteopathic Examiners
M165	Medical Panel
M175	Commission of Mental Health and Mental Retardation
M200	Commission for the Mentally Retarded
M225	Mental Retardation Facility and Mental Health Advisory Council
M240	Merit System Council
M250	Dept. of Military Affairs
M260	Civil Defense Agency
M275	Inspector of Mines
M300	Motor Vehicle Reciprocity Commission
M325	Dept. of Motor Vehicles

N

N125	National Guard
N150	Northern State College
N175	Board of Nursing
N200	State Board of Examiners for Nursing Home Administrators

O

O110	Governor's Task Force on Occupational Safety and Health
O115	State Oil and Gas Board
[O125	Oil Inspector]
[O150	Oil Inspector (Black Hills District)]
[O175	Oil Inspector (Northern District)]

[O200	Oil Inspector (Southern District)]
O225	Board of Examiners in Optometry
[O250	Board of Osteopathic Examiners]
O265	Governor's Advisory Council on Outdoor Recreation

P

P125	Board of Pardons and Paroles
P150	Parole Officer
P175	Penitentiary (Sioux Falls)
P200	Board of Pharmacy
P215	Planning Agency
P220	Academic Resources Council
[P225	State Planning Board]
P230	State Planning Commission
P235	State Board of Podiatry
P240	State Plumbing Board
P250	State Police Civil Service Commission
P265	Governor's Task Force on Policy Data and Information
P275	State Potato Inspector
P285	Professional Practices Commission
P290	Public Documents Study Commission
P295	Public Health Advisory Committee
P300	Dept. of Public Instruction
P325	Division of Curriculum Services
P350	Elementary Education Division
P375	Division of Health Education
P400	State High School Supervisor

pdsc

P425	Division of Indian Education
P450	Division of Pupil Personnel Services
P475	Division of Research and Public Information
P500	Division of Vocational and Technical Education
P525	Division of Vocational Rehabilitation
P550	Public Lands Advisory Committee
[P600	Commission of Public Printing]
P625	Public Utilities Commission
P650	Dept. of Public Welfare
[P660	Advisory Council on Aid to Dependent Chidren Programs]
P665	Medical Advisory Committee
P675	Division of Research and Statistical Service

Q

Q125	Quartermaster General

R

R125	Racing Commission
R150	Real Estate Commission
R175	Redfield State Hospital and School
R200	Board of Regents
R205	South Dakota Law Enforcement Officer Retirement Board
R210	Board of Trustees of the South Dakota Municipal Employees' Retirement System
R213	Board of Trustees of the South Dakota Public Employees' Retirement System
[R215	Teachers' Retirement System]
R217	Board of Trustees of the South Dakota Teachers' Retirement System
R220	Board of Trustees of the Teachers' Retirement System Liquidation Fund

R225	Dept. of Revenue
R250	Motor Fuel Tax and Refund Division
[R275	Rural Credit Board]
[R300	Russian Famine Relief Commission]

S

S125	Commission on Salaries for Elective State Officials
S150	Board of Sanitarian Registration
S175	South Dakota State Sanitarium, Sanator
[S200	Sanitarium and Soldiers' Home Board]
S210	Savings and Loan Board
S225	Dept. of School and Public Lands
S235	School and Public Lands Appraisal Board
S250	South Dakota School of Mines and Technology
S300	Secretary of State
S325	Dept. of Securities
S335	Seed Certification Board
[S350	Seed Department]
[S375	Service Administration]
[S400	State Sheriff]
[S450	Soldiers' Compensation Board]
S475	Solid Waste Advisory Committee
S500	South Dakota State University
S525	Engineering Experiment Station
S550	Cooperative Extension Division
S575	Lincoln Memorial Library
S600	Student Intern Coordinating Council
S625	Supreme Court

pdse

T

T125	Tax Commission
T135	Council for Tax Decision
T140	Technical Services Advisory Council
T150	Traffic Safety Coordinating Committee
T200	South Dakota State Training School, Plankinton
T215	Governor's Task Force for Transportation Needs Study
T225	Treasurer

U

U125	Unemployment Insurance Advisory Council
U200	University of South Dakota, Vermillion
U225	Business Research Bureau
U250	Driver Behavior Laboratory
U275	State-wide Educational Services
U300	Extension Division
U325	Governmental Research Bureau
U350	Institute of Indian Studies
U375	W. H. Over Dakota Museum
U380	South Dakota Historic Preservation Program
U400	University of South Dakota at Springfield

V

V125	Verendrye Memorial Commission
V150	Veterans' Bonus Board
V175	Veterans' Department
V200	State Veterinarian
V215	Board of Veterinary Medical Examiners

pdsc

[V225	Veterinary Surgeon]
V250	School for the Visually Handicapped
V275	Service to the Visually Impaired

W

W125	Committee on Water Pollution
W130	State Water Projects Formulation and Finance Committee
W150	Water Resources Commission
W155	State Board of Certification of Public Water Supply and Wastewater Systems Operator
W165	Weather Control Commission
W170	Weed Control Commission
W175	Wheat Utilization Research and Market Development Commission
W200	Governor's Committee on the Status of Women
[W215	Women's Committee of Investigation]
[W225	World War II History Commission]
[W250	World's Fair Commission]

Y

Y125	Yankton State Hospital

pdse

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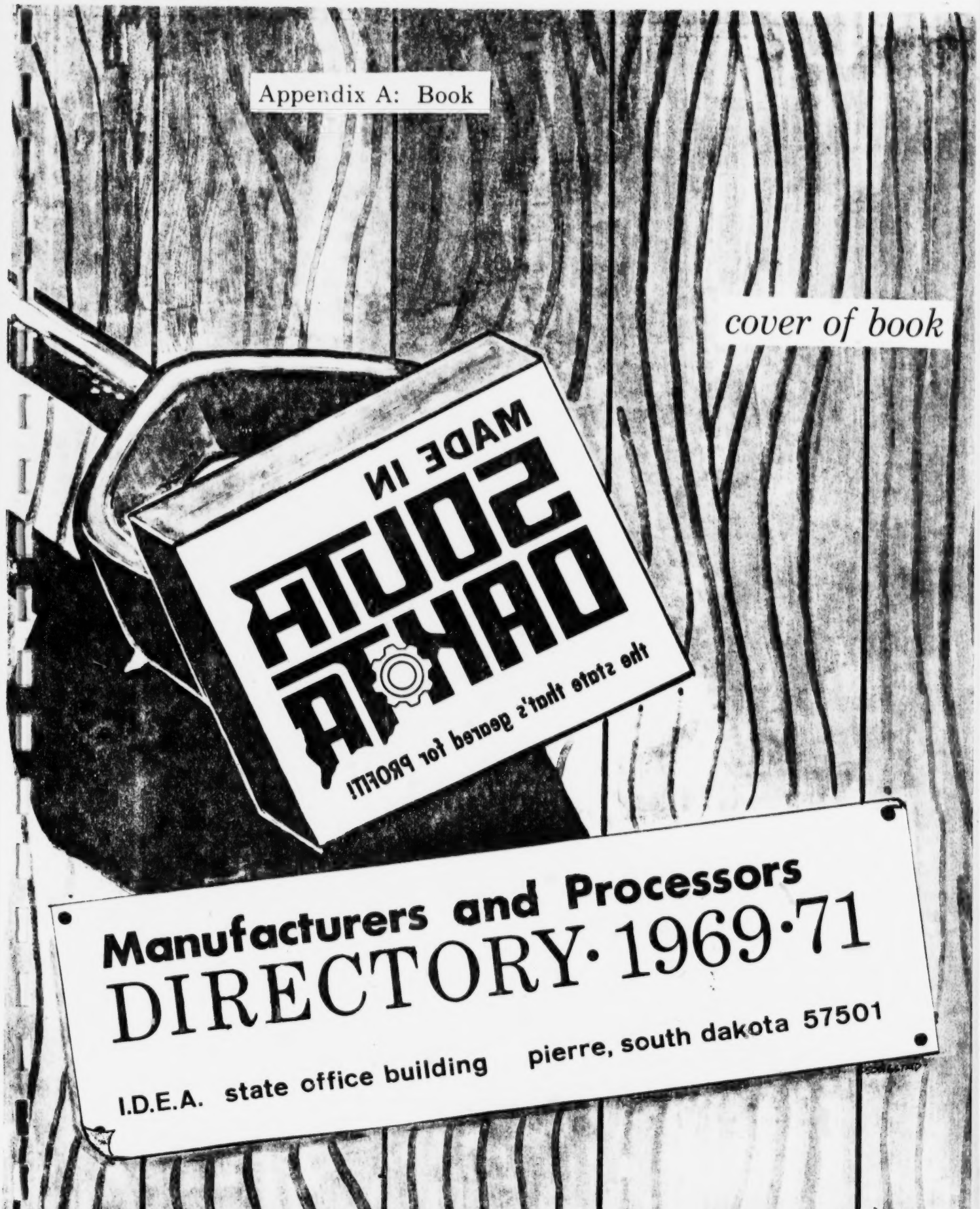
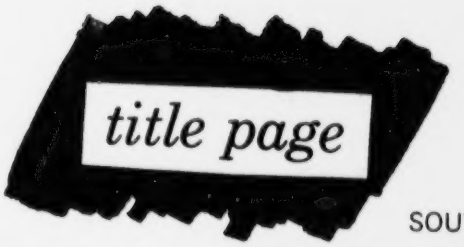
Appendix A: Book



cover of book



FACILITIES

AND
SOUTH DAKOTA HIGHER EDUCATION

STATEWIDE COMPREHENSIVE PLAN
OF
HIGHER EDUCATION IN SOUTH DAKOTA

An Inventory of Facilities Higher Education Data

Directed by
Alpha Braunesreither and Robert S. Morrissey

SOUTH DAKOTA COMMISSION
ON
HIGHER EDUCATION FACILITIES

State Capitol, Pierre 57501

September, 1969

A report issued by the South Dakota Commission on Higher Education Facilities as the State Agency administering the Higher Education Facilities Comprehensive Planning Grant made through the United States Office of Education under Title I, Higher Education Facilities Act of 1963.

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text-- summary

FACILITIES SUMMARY

Public and private South Dakota higher education anticipates a need for the next ten years of a total of 532.97 acres of land with an estimated cost of $4,409,159.00 at present land market values.

Higher Education in South Dakota anticipates a need for the next ten years of a total of 532.97 acres of which 457.47 is public and 75.5 acres private. The total estimated cost of this anticipated need is $4,409,159.00 at present land market values. Approximately one third of the total cos will be incurred by Private Education.

The fifteen institutions of higher educatior South Dakota have a total of 566 buildings with total gross area of 7,005,502 square feet.

Of the 566 public and private higher education buildings in South Dakota, approximately 269 buildings were surveyed to determine present structural condition. This survey recommended that 187 buildings were in such a condition that they would warrant razing. Most of the buildings recommended to be razed were frame and farm buildings, however, the total gross area of these buildings is 380,382 square feet. All other buildings are in good condition or capable of being rehabilitated.

There is a total of 340,053 square feet of classrooms and classroom service space at South Dakota public and private colleges and universities.

Public institutions have 215,623 square feet of classrooms and classroom service space or 63% of the total of 340,053 square feet at all South Dakota institutions. Private institutions have 124,430 square feet of classrooms and classroom service space or 37% of the state total. The full-time equivalent enrollment in public institutions divided into the square feet of available classroom and related space produces an average of 11.4 square feet per enrolled FTE student; in private institutions the comparable statistic is 23 square feet per enrolled FTE student.

There is a total of 509,206 square feet of class laboratories and related space at South Dakota public and private colleges and universities. There is a total of 202,841 square feet of research laboratories and related space at South Dakota institutions of higher education.

Public institutions have 392,157 square feet of class laboratories and related space or 77% of the total of 509,206 square feet at all South Dakota institutions: South Dakota State University, University of South Dakota, and South Dakota School of Mines and Technology.

Make this good.

Some readers won't get past it!

Office space and office facilities represent a total of 425,503 assignable square feet of space at South Dakota public and private higher education institutions.

The 425,503 assignable square feet of office space and office facilities at South Dakota colleges and universities represents a comparatively small percentage of total net assignable space at the campuses: 7.9% for public institutions and 6.7% for private institutions.

Study facilities in libraries at South Dakota institutions of higher education have a total of 225,819 square feet.

Of the 225,819 square feet of study facilities in South Dakota campus libraries, 157,351 square feet and 68,468 square feet are at the public and private colleges and universities, respectively. The public figure represents 70% and the private 30% of total study facilities.

There is a total of 1,136,802 library volumes at public and private colleges and universities in South Dakota. 69% of the library volumes are in the public colleges and universities and 31% in the private college libraries.

Public and private projections for library

General Comments:

The purpose of the following comments of the Facilities Research Committee is to present general impressions and significant data gained during the course of conducting the research for F South Dakota Higher Education.

In making general comments, no been made to cite specific recommenda are inherent dangers in becoming too s discussing space utilization. Data utilization are subject to various inter numerous factors which contribute to "good" or "poor" utilization. Caution must be exercised, therefore, not do draw quick conclusions.

The comments of the Facilities Committee are not directed to any particular or private college or university, but rather are generally directed to all South Dakota colleges and universities.

Land Data:

The campuses and other land used by higher education in South Dakota comprise 34,276.08 acres, with 5,830.47 of the total acres owned in Fee Simple. The private institutions own 451.7 acres; and of the 33,824.38 acres used by the public institutions, 12,093.93 acres are leased by South Dakota State University and another 16,000 acres are held by South Dakota State University in a trust in the F. O. Butler Ranch.

The main campuses of the institutions contain 946.03 acres and an additional 807.19 acres are within a one mile radius of the campuses. 32,522.86 acres are used in conjunction with the program of the institutions but are located more than one mile from the main campus. The main campuses of public institutions comprise 649.33 acres with the private institutions having campuses totaling 29(University (University of the to

With registe South campu for each 25.6 students in attendance. Students in private institutions had land available at the rate of one acre for each 18.2 students while the rate at the public institutions was one acre for each 29 students.

Higher education in South Dakota anticipates a need for the next ten years of a total of 532.97 which 457.47 is for public institutions and res is for private institutions. The total d cost of this anticipated need is 159.00 at present land market values. imately one third of the total cost will be l by private education.

Building Data:

QUANTITATIVE

The fifteen institutions of higher education, both private and public, in the state of South Dakota have a total of 566 buildings with a total gross area of 7,005,502 square feet. Included in these figures are 246 temporary buildings with a total gross area of 399,980 square feet.

PHYSICAL FACILITIES INVENTORY OF PUBLIC AND PRIVATE INSTITUTIONS

INSTITUTIONS	No. of Buildings	Gross Sq. Ft.
AUGUSTANA COLLEGE	51	548,550
DAKOTA WESLEYAN UNIVERSITY	9	232,256
FREEMAN JUNIOR COLLEGE	10	100,984
HURON COLLEGE	9	204,504
MOUNT MARTY COLLEGE	5	235,386
PRESENTATION COLLEGE	1	67,552
SIOUX FALLS COLLEGE	30	257,561
YANKTON COLLEGE	23	348,642
BLACK HILLS STATE COLLEGE	20	410,080
GENERAL BEADLE STATE COLLEGE	16	306,564
NORTHERN STATE COLLEGE	22	453,755
SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY	16	375,483
SOUTHERN STATE COLLEGE	30	267,376
SOUTH DAKOTA STATE UNIVERSITY	268	1,864,120
UNIVERSITY OF SOUTH DAKOTA	56	1,332,689
	566	7,005,502

ATIVE

engineering evaluation survey has been ed on the present condition of certain gs and structures designated by each of the and private institutions of higher education in the state of South Dakota. This survey was conducted to assist in making uniform recommendations as to the feasibility of razing or

text

integration of tables with text

CHAPTER I

GEOLOGICAL FOUNDATION, 1893-1903

A state geological survey, seeking to serve a science and a general public, tries to pursue an inclusive goal that will contribute to ge[illegible] activities such an institution discovers and a[illegible] geology of a state, acquires data on natur[illegible] and gives the people access to both types[illegible] over two-thirds of the states had establis[illegible] the South Dakota legislature in 1893.

Appendix B: Book, with footnotes...

The full story surrounding the est[illegible] Survey cannot be determined because [illegible] to have been taken by President J. W[illegible] familiar with the benefits of the M[illegible] professor of geology, James E. Todd. [illegible] of the people of a pioneer state to develop their natural resources that it passed both houses of the legislature on March 6, 1893.[2]

The execution of the statute was placed under the jurisdiction of the Board of Regents of Education which would appoint the necessary personnel. The act outlined very carefully the types of surveys to be conducted—complete investigations of the geology, natural history, physical features of the State, and complete analyses of mineral resources and their potential productivity. These activities were to be reported upon bienially and whenever the results warranted special publications for the public. Other duties specified by the statute included the preparation of geological, geographical and topographical maps and the collection of rock, mineral, plant, animal, and fossil specimens, the duplicates of which were to be exchanged with scientific and educational institutions. Two hundred fifty dollars per annum were appropriated to carry out the provisions of the act.

Of academic note is the fact that the statute provided not for the Geological Survey as a state institution but only that the specified surveys and other projects be executed by authorized personnel. However, the Survey did come to exist in fact, although by varying titles—South Dakota Geological Survey, South Dakota Geological Survey and Biological Survey, South Dakota State Geological and Natural History Survey, and finally South Dakota State Geological Survey. Because of common and accepted usage, the terms Geological Survey and Survey will hereafter be employed.

The first office to be officially created was that of the State Geologist. On March 9, 1893, the Regents of Education took the following action: "Be it resolved, that the Professor of Geology and Mineralogy at the State University, be and is hereby elected State Geologist . . ."[3] Accordingly, James E. Todd became the first State Geologist. He had been professor of geology at the University since 1892. His study of geology had been undertaken at Oberlin College, from which he had received his B.A. and M.A., and at Yale University and Harvard University. Thereafter he taught natural science at Tabor College and Beliot College. During this time Todd had spent eight summers studying the glacial deposits in eastern South Dakota for the United States Geological Survey.[4]

---

[1]This figure was determined from George P. Merrill, *Contributions to a History of American State Geological and Natural History Surveys,* Smithsonian Institution, United States National Museum, Bulletin 109 (Washington, 1920).

[2]James E. Todd, "History of the Survey," *The First and Second Biennial Reports on the Geology of South Dakota with Accompanying Papers,* 1893-6, South Dakota Geological Survey Bulletin 2 (1898), p. 1. Hereafter all such publications cited as Bulletin, with the appropriate number. For the 1893 statute, see Appendix A.

[3]Cited in Todd, "History of the Survey," p. 3.

[4]Freeman Ward, "Historical Sketch of the Department of Geology," *South Dakota* [illegible] XVI, 2 (July 1920), pp. 72-73; James E. Todd, Lawrence, Kansas, letter, May 26, 1919, [illegible] State Geologist, in Files. The former hereafter cited as "Historical Sketch." Most lett[illegible]

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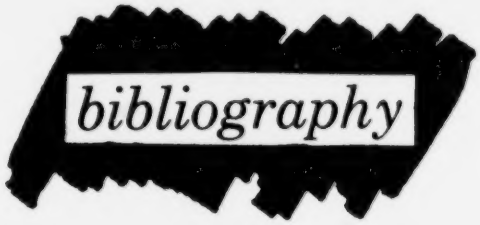

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Appendix C: Periodical or journal

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JANUARY [illegible]EBRUARY 1972
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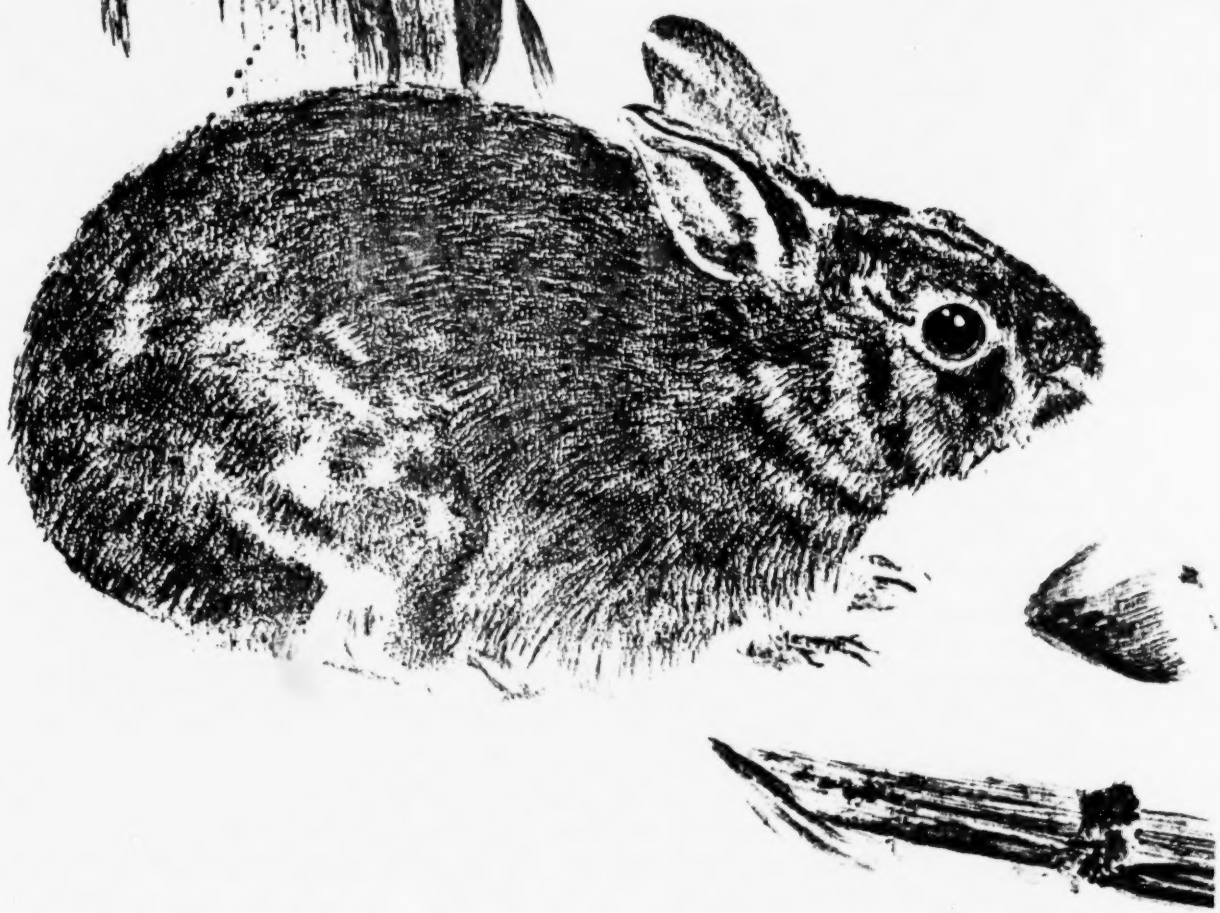
SOUTH DAKOTA CONSERVATION

Digest



Appendix D: Newsletter

OCA consumer news

Office of Consumer Affairs
Executive Office of the President Virginia H. Knauer, Director

Vol. 2, No. 4, May 15, 1972

Dear Consumer:

For over a year, we have been publishing CONSUMER NEWS to keep you informed about consumer programs of the Federal Government. We started last April with a 4-page newsletter once a month. In October, we began publishing 2 issues a month. In February, we added CONSUMER REGISTER as a supplement so that you would have more information on proposed Federal regulations—more information to enable you to participate in Federal consumer programming by making your views known to government agencies. With all these changes in CONSUMER NEWS, its subscription remained at $1 a year.

But starting July 1, we must raise the price. Because of additional printing costs (24 issues of 6 pages each instead of 12 issues of 4 pages), **Government Printing Office** has determined that the subscription price must go to $2. GPO has given assurance that this increase is within **Price Commission** guidelines.

Even so, we realize that $2 is a substantial jump in price. But we hope you and your friends will continue to subscribe to CONSUME
year for $1 if your subscription reaches GPO
Documents, to Supt. of Documents, Governm

newsletter--front page

Slicing through the bacon package problem

Consumers have been complaining for the past 5 years about the packaging of sliced bacon, according to **Agriculture Dept.** Consumers objected that too many packages had a cellophane window that showed only the lean portion of the bacon, which made it difficult—if not impossible—to judge the amount of fat in the product.

Because of such complaints, Virginia Knauer, Special Assistant to the President for Consumer Affairs, urged bacon packers last summer to use packages that would allow consumers to see more of a slice of bacon. In December, Oscar Mayer & Co. considered the suggestion from Mrs. Knauer and consumers and announced that it would start using a bacon package with a rear window to show a major portion of a bacon slice. Early this year, other bacon packers started using packages that show more than just the top edges of slices.

Last month, Agriculture Dept. proposed a regulation to require bacon packers to give consumers a better view of sliced bacon. Under the proposal, packages of sliced bacon would have to be designed so that consumers could see the full width and at least 70% of the length of a "representative" slice of bacon.

Consumers may comment on the department's proposal for bacon packages to show a representative slice by writing to the Hearing Clerk, U.S. Dept. of Agriculture, Washington, DC 20250 by June 20. Letters should state the consumer's name & address, the topic—bacon packages—and the consumer's views in favor of or against the proposal.

New Federal publications

Consumer Product Information (an index of selected Federal publications on how to buy, use & take care of consumer products), published by **Consumer Product Information Coordinating Center**, free from Consumer Product Information, Washington, DC 20407.

The following publications are available at **U.S. Government Printing Office Bookstores** or by ordering from Manager, **Public Documents Distribution Center**, 5801 Tabor Ave., Philadelphia, PA 19120. When ordering, make checks payable to Supt. of Documents.

Consumer Legislative Monthly Report (cumulative listing of consumer bills before Congress with a report on their status and a description of each consumer act passed by Congress and signed by the President); published by the **Office of Consumer Affairs;** annual subscription $5.

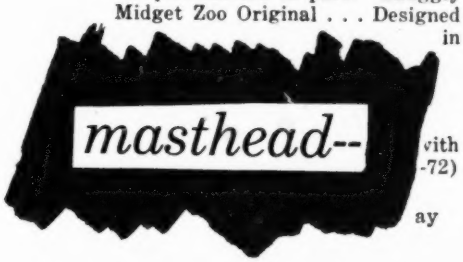
Food Guide for Older Folks (Home & Garden Bulletin No. 17), published by **Agriculture Dept.;** stock no. 0100-1515, 20¢

Toy list (continued)

Jumping rabbit with baby rabbit, made in Japan; sharp metal edges. Hopping bunny #3235, made in Japan; sharp metal edges & wires. Stuffed rabbit #37/74/79, made in Japan, sharp wires. (4-6-72).

New York Merchandising Co.
Dallas

Stuffed orange/brown rabbit with bouquet labeled in part: "Snuggly Midget Zoo Original . . . Designed in



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ay

Doll in chair with plastic dress #14/14, made in Hong Kong (4-6-72) flammab. plastic dress.

Esco Imp s of Texas Inc.
San Anto

Multi-colored Musical Merry-Go-Round" #71 & 808, made in Japan (4-7-72) all objects & rigid metal rod.

Blatt Distributing Co.
La Mirada, CA

Accordian squeaker toys styled as bird, dog & duck—about 7" high —made in Hong Kong (4-6-72) squeakers remove.

Easter Unlimited, Fun World
New York

Little Musicmaker xylophone #5703, made in Japan (4-6-72) sharp metal edges & nails.

Larami Corp.
Philadelphia

"Toddly Toy" assortment package #3-89-40 containing ABC Chain Rattle #5/517, Play Bells #6/497 & "Baby Toy" rattle, made in Hong Kong (4-7-72) sharp edges & small objects of Play Bells & "Baby Toy" rattle.

Star Manufacturing Co.
Leominster, MA

Petite Fashion doll #2350 & Petite—11½"—Modern Miss of Fashion #N1230, made in Hong Kong (4-5-72) sharp wires.

L.J.N. Toys Ltd.
New York

Butterfly pull toy #4200 with balls & rattle noise, made in Hong Kong (4-6-72) small objects.

Tak-A-Toy
Hyattsville, MD

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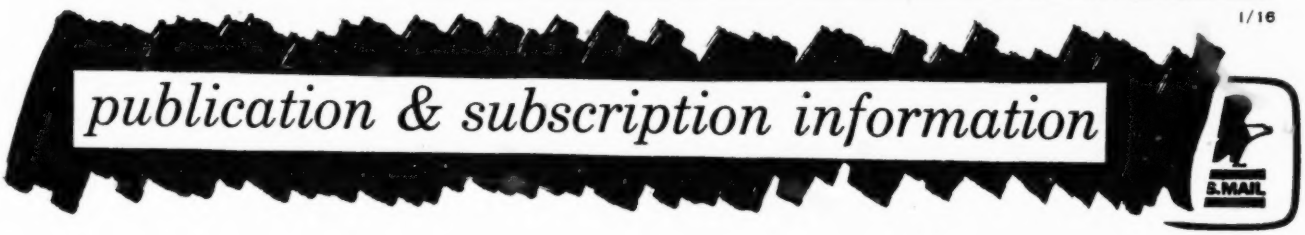

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PIERRE SD 57501

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